

Facilities & Services Policies, Procedures, and Guidelines

Purpose: To provide accurate information about the passing of a current employee, the following procedure has been established.

Owner: Customer Relations & Communications (CRC)

Procedure:

1. Upon learning of the death of an employee, the employee's supervisor will immediately provide as much information as available to CRC. The information should include, but not be limited to:
 - a. Employee department/shop and title
 - b. Years the employee has worked at F&S and years the employee has served in his/her present position
 - c. Work accomplishments or assignments
 - d. Date of death
 - e. Location of residence
 - f. Survivors
 - g. Visitation and funeral arrangements
 - h. Details for sending memorials or donations
 - i. Preferred photo
2. As soon as possible, CRC will send an initial All-User email to inform employees of the death.
3. A second email may be sent, if necessary, to include additional details.

Contact: Malukah Gordon, Director of Customer Relations & Communications,
fscustomerrelations@illinois.edu, 217-333-9218.